



# ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

Vol. 11, no. 19

GP 3.16/3-2:11/19

September 15, 1990



Administrative Notes is 10 years old this month!

Volume 1, number 1 of Administrative Notes was released just 10 years ago, in September 1980. It consisted of one sheet of paper with six notices which contained the kind of information that had previously been typed right on shipping lists: errors in shipping list numbering, periodical issues not yet released and not to be claimed, Biennial Survey results mailed to all libraries, and one notice on computer technology - the document number search key had recently been activated on OCLC.



The 1980's saw many changes in the Depository Library Program, and they have all been chronicled in Administrative Notes. The newsletter now contains contributions from depository librarians, other Federal agencies, and other areas within GPO, as well as the purely administrative notices with which it started.

The Library Programs Service intends to continue producing a timely and informative newsletter during the next ten years. We are looking forward to an active and innovative era which will forward the goal of the Federal Depository Library Program: serving the government information needs of the public.

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## Results of the Alkaline Paper Survey of Depository Libraries

In July 1990, GPO surveyed Federal Depository Libraries to identify those categories of Government documents which they considered essential for long term preservation and should be printed on alkaline paper.

The survey was developed after consulting members of the library community and other interested parties, and was pre-tested in June 1990.

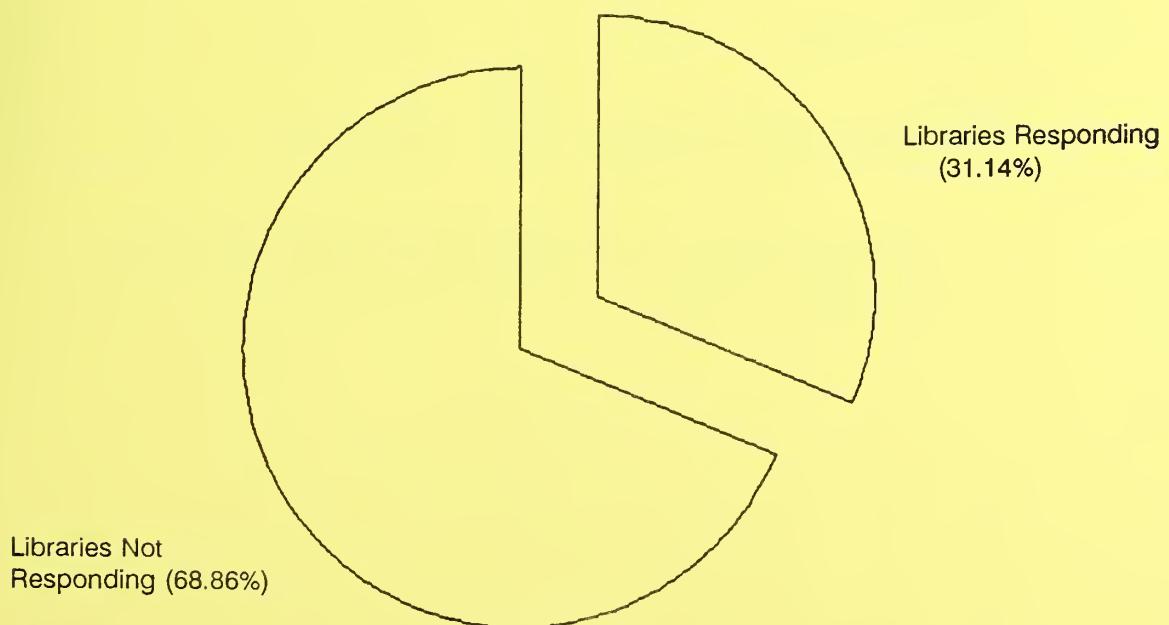
Although other methods of document identification, yielding more precise results, could have been used, it was the group consensus that the most practical method of identifying materials was to use the 17 categories of documents specified in the Guidelines for the Provision of Government Publications for Depository Library Distribution.

In conjunction with completing the survey, many libraries added written comments. Some librarians were concerned that, even in categories checked as essential for preservation, titles rapidly superseded need not be printed on alkaline paper. Several librarians also urged GPO to review individual publications prior to printing to ensure that an important publication in a "non-alkaline" category be considered for alkaline paper.

The following tables and graphs display the survey results. Any questions concerning the survey should be directed to the Chief, Depository Services, at (202) 275-1119.

Alkaline Paper Survey			
Library Type	Total # in Program	Number Responding	% of Total
Academic General	768	255	33.20
Academic Law	155	46	29.68
Public	287	83	28.92
Federal Agency	66	14	21.21
Federal Court	5	1	20.00
Service Academy	10	2	20.00
State Library	51	20	39.22
State Court	30	7	23.33
Special	25	7	28.00
<b>Totals</b>	<b>1,397</b>	<b>435</b>	<b>31.14</b>

### Percentage of Depositories Responding to the Alkaline Survey



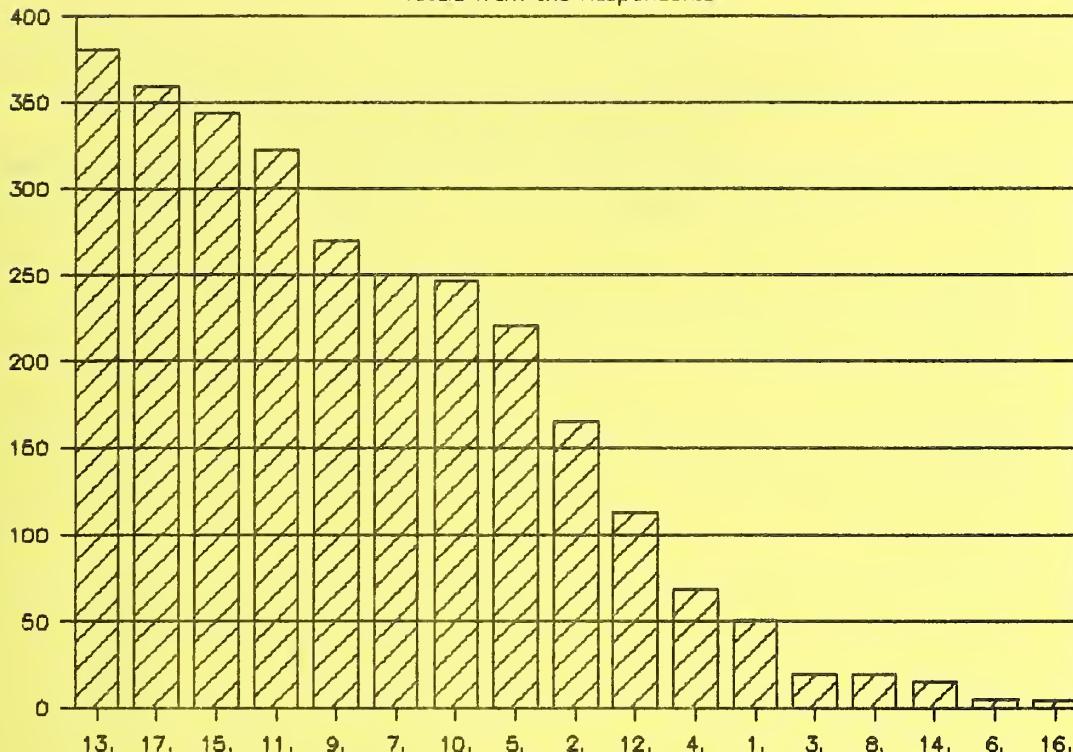
**No. of Votes for Alkaline Paper for Each Type of Publication  
Ranked by Number of Votes**

Publication Category	Category No.*	No. of Votes
Legal Materials	13	381
Monographs	17	359
Statistics	15	344
Journals, Periodicals	11	322
Catalogs, Bibliographies	9	270
Maps, Atlases	7	250
Reports	10	246
Proceedings	5	221
Handbooks, Manuals	2	166
Environmental Impact Statements	12	113
Directories	4	68
Public Notices	1	51
Circulars	3	19
Posters	8	19
Flyers, Brochures	14	15
Forms	6	5
Marketing & Promotional Flyers	16	4

\*Category numbers are taken from the Guidelines for the Provision of Government Publications for Depository Library Distribution, GPO Circular Letter 320, June 21, 1990.

# Results of the Alkaline Paper Survey

Totals from the Respondents

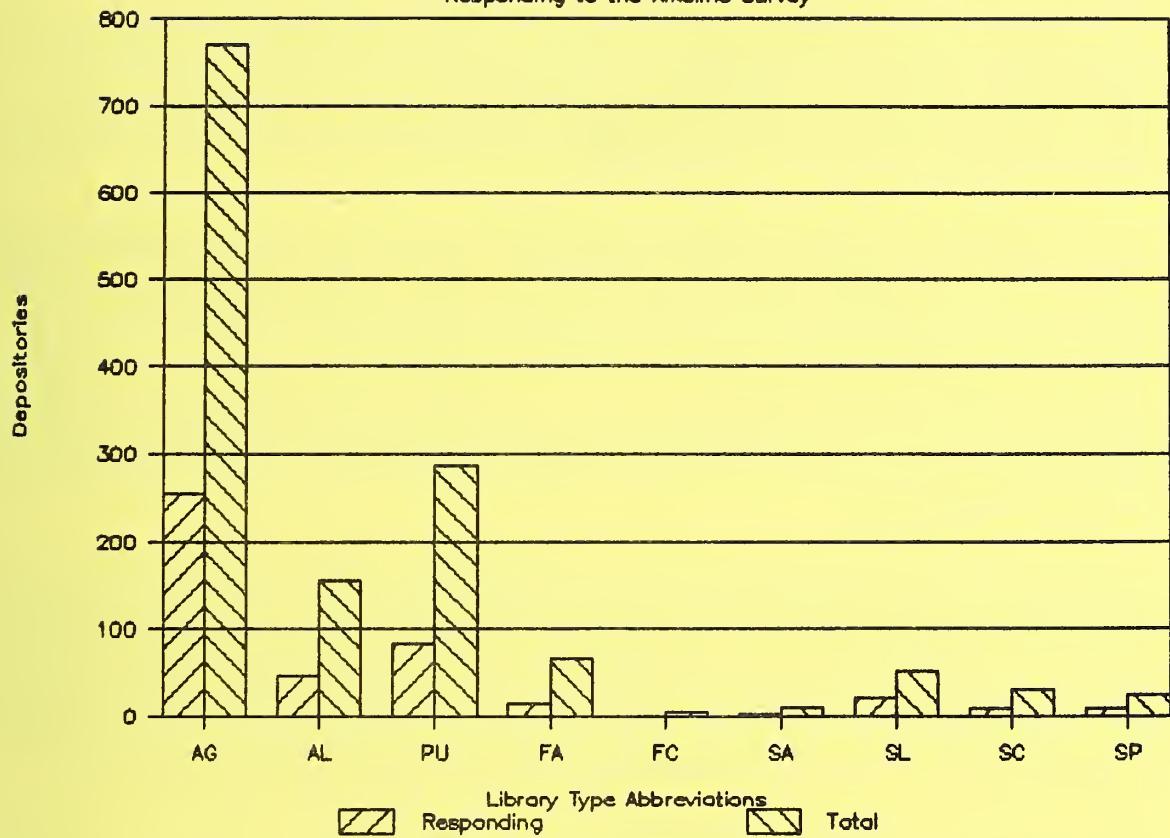


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## Depository Library Types

Responding to the Alkaline Survey



- AG - Academic General
- AL - Academic Law
- PU - Public
- FA - Federal Agency
- FC - Federal Court
- SA - Service Academy
- SL - State Library
- SC - State Court
- SP - Special

## OMB Study Available: Federal Information Inventory/Locator Systems

The Office of Management and Budget (OMB) has announced the availability of a report entitled "Federal Information Inventory/Locator Systems: From Burden to Benefit." The report was prepared by a team from Syracuse University headed by Professor Charles McClure, and was carried out under a contract with the General Services Administration (GSA) and OMB.

In the course of discussions concerning the Paperwork Reduction Act, OMB's Office of Information and Regulatory Affairs (OIRA) noted in 1989 the presence of several statutes and regulations requiring Federal agencies to maintain inventory systems or other means of locating various types of government information. Examples include the Federal Information Locator system (FILS) and inventories of major information systems required by the Paper work Reduction Act, the Unified Agenda of Federal Regulations, and inventories required in the Computer Security Act and the Computer Matching and Privacy Protection Act.

These various inventories and locators have differing definitions and purposes, impose differing levies upon Federal agency resources, and present the public with expanding, rather than converging, sources of information. OIRA asked Professor McClure and his colleagues to assess the various inventories and locators with a view toward identifying their common purposes, simplifying demands on the agencies supplying the information, and determining the best way of satisfying the public's need for the information.

The study team analyzed 51 policy instruments that mandate or affect the creation of information inventory/locator systems. In a series of focus interviews, they sought the judgments of 85 persons who are considered stakeholders in the systems, including staff of congressional committees. They summarized the opinions of 44 persons who commented in response to a Federal Register notice concerning the study.

The report found strong consensus concerning the need for a government-wide information inventory/locator system that would serve as a "pointer" for locating government information. Dissatisfied with current systems, stakeholders believed a new system should be designed to operate at the agency level as an integral part of Federal information resources management. The system should be kept simple, developed incrementally, and respond to user information needs. The report recommended that OMB develop and enforce policy guidelines for the system but not be involved in the system's actual operation.

Although the report was commissioned by OMB and GSA, it is the work of Professor McClure and his colleagues, and as such reflects their observations and conclusions. OMB believes the report will foster constructive debate on an important topic of improving management and accessibility of government information.

OMB is providing GPO with copies of the report to be microfiched and made available to depository libraries. Depository libraries that want a paper copy of the report immediately may write to OMB at the address below or telephone (202) 395-4814.

Information Policy Branch  
Office of Information and Regulatory Affairs  
Office of Management and Budget  
Washington, DC 20503

Please send me a copy of "Federal Information Inventory/Locator Systems:  
From Burden to Benefit" by Charles McClure et al.

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Additions and Corrections to FAX Number Directory, Directory of Online Documents Catalogs, and Superseded Documents Committee

### Superseded Documents Committee - AN-v11-#14

Dan Barkley                      Phone: (913) 864-4660  
University of Kansas              Bitnet: GOVDOCS@UKANVM.BITNET  
Documents, Main Library  
Lawrence, KS 66045

### Directory of Libraries with Online Documents Catalogs - AN-v11-#11

DL#: 0463  
Contact: Siegfried M. Weinhold              Phone: (216) 623-2870  
Head of Documents Collection              System: Marcive current  
Cleveland Public Library                      & retrospective tapes  
325 Superior Ave.  
Cleveland, OH 44114

### FAX Access to Depositories - AN-v11-#10

DL#	FAX #
0439A	(919) 584-2479
0594-C	(214) 259-1171

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# Whatever Happened To . . . ? ? ?

Date August 3, 19901990-09Page 1 of 1

Class no.	Item no.	Status
D 101.66/2-2:	0329-B	<u>Translog (monthly)</u>
		Only seven issues of this publication were printed for the year 1989, and beginning with the July 1990 issue this publication will be issued quarterly.
D 207.19/2:3/6	0403-D	<u>The Navy Chaplain, Vol. 3, No. 6</u>
		The issuing agency did not provide LPS with copies of this publication and under provisions of title 44, U.S.C. section §1903, LPS cannot reprint this publication.
I 53.2:C 19/2	0631	<u>Carlsbad Resource Management Plan, Annual Update, 1989-1990</u>
		The Department of the Interior has informed LPS that they cannot provide additional copies of this publication, no rain check shortages will be filled.
L 1.2:In 8/3/v.1-2	0745	<u>Investing in People A Strategy to Address America's Workforce Crisis, Vols. 1 &amp; 2</u>
		LPS has been informed by the Labor Department that they are unable to provide LPS with copies of these publications, and under provisions of title 44, U.S.C. section §1903, LPS cannot reprint this publication.
T 22.44/2:1194/989/v.4	0964-B	<u>Tax Information Publication 1194-Vol.4, (rev. 12-89)</u>
		LPS has been informed by the Treasury Department that they cannot provide us with additional copies of this publication and the sales copies are exhausted, no rain check shortages will be filled.
TD 4.308:Ai 7/6	0431-D-05	<u>Notices to Airmen (NOTAM'S) 7930.2C</u>
		LPS has been informed by FAA that they cannot provide additional copies of this publication and under provisions of title 44, U.S.C. section §1903, LPS cannot reprint this publication.

## Table of Contents

Administrative Notes is 10 Years Old This Month! .....	1
Results of the Alkaline Paper Survey of Depository Libraries .....	2
OMB Study Available: Federal Information Inventory/Locator Systems .....	8
Additions and Corrections to FAX Number Directory, Directory of Online Documents Catalogs, and Superseded Documents Committee .....	10
Whatever Happened To ... ? 1990-09 .....	11

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